

Report for Week Ending 10 October 1956
from
FORMS MANAGEMENT BRANCH

General Information

25X1A9

1. Unsatisfactory Printing of "Travel Order" Form No. 540 [] A
Efforts are currently being made through the Office of Logistics and the Government Printing Office to obtain a reprint or satisfactory adjustment on the last printing of this form which has turned out to be entirely unsatisfactory. This printing, which was for 30,000 sets of a twelve part carbon interleaved form, was unsatisfactory because of the faulty horizontal and vertical registration of parts 2 through 12. It is anticipated there will be little or no difficulty in resolving this matter since the specifications were sufficiently explicit to cover this point.

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2. Reproduction of Forms Overseas [] - A memorandum has been received through the Supply Division, Office of Logistics from [] containing an attached list of 149 forms they are presently stocking. There are 39 forms on this list which have been identified as being used in sufficiently large quantities as to warrant overseas reproduction. Request has been made by the Station for the negatives to facilitate overseas reproduction. The list is currently being checked and appropriate action will be taken on each form.

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Pending Action
DD/P Area

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1. Revision of "Personal Record Questionnaire", Part I and Part II, Forms No. 1050 and 1050a respectively [] - Proofs of final type copy of Form No. 1050 have been received and were forwarded to the OPI on 28 August 1956. It has been learned this form currently is undergoing substantial changes by the OPI. Final draft of Form No. 1050a is also currently at the OPI for comments or concurrence. In view of the delay it is hoped that both of these forms may be printed and available to the users as soon as possible.

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DD/S Area

1. Revision of Forms [] - This project which is being done for the Technical Accounting Staff, Office of Logistics, is taking the full time of Mr. [] Progress is being made and several drafts of the revisions of the forms in this Handbook have already been completed. The initial coordination of the drafts of these revised forms is expected to be accomplished within the next few days.

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COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
New	-	-	7	-	7	23,000
Revision	-	1	5	-	6	234,000
Reprint	-	2	-	9	11	181,500
TOTAL	-	3	12	9	24	438,500

Redesignated - 1
 Obsolete - 2

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	-	2	6	2	10
Revision	3	4	7	26	40
Reprint	-	1	-	9	10
TOTAL	3	7	13	37	60



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